**BASELINE PERSONNEL SECURITY STANDARD (BPSS) AND**

**NATIONAL SECURITY VETTING (NSV) CLEARANCE**

* **FOR CONTRACTORS -**

**INTRODUCTION**

All government departments and agencies, including the Bank of England, are required to conduct rigorous and robust pre-employment screening checks on individuals who, in the course of their work, will have access to government assets or premises. These checks are known in government as HMG Baseline Personnel Security Standard (BPSS) and underpin National Security Vetting (NSV), which are an additional range of security controls designed to provide a certain level of assurance, at a point in time, as to an individual's suitability to have trusted access to sensitive information. BPSS and NSV checks do not provide a guarantee of future reliability, and therefore, all security clearances are subject to review to ensure that the necessary level of assurance is maintained.

**Baseline Personnel Security Standard (BPSS)**

The Baseline Personnel Security Standard (BPSS) is the government‘s common ‘standard’ for

pre-employment screening checks and involves verification of the following:

* identity
* nationality and immigration status
* employment history over the past 3 years
* unspent criminal convictions

**National Security Vetting Clearance Checks**

The purpose of security vetting is to confirm the identity of individuals (employees, temporary staff and contingent workers) and to provide a level of assurance in relation to their trustworthiness, integrity and reliability.

National security vetting is designed to provide a certain level of assurance, at a point in time, as to an individual’s suitability to have trusted access to sensitive information. It does not provide a guarantee of future reliability, and therefore, all security clearances are subject to review to ensure that the necessary level of assurance is maintained.

**ROLES AND RESPONSIBILITIES**

1. **Contracting Company**

As the applicant’s employer, you are required to complete the attached ‘BPSS and NSV Vetting Application’ form and sign the form declaring that you have completed the mandatory BPSS checks and provide relevant documentary evidence to support your employee’s vetting application if appropriate.

1. **Bank Sponsor**

As the Bank sponsor, it is your responsibility to ensure that the company you are entering into a contract with complies with the Bank’s Security Vetting Policy, including the completion of the BPSS and National Security Vetting checks. **All identity and address documents must be uploaded to the vetting workflow along with this application form.**

All information provided in relation to the applicant’s BPSS check will be treated in the strictest confidence but will be verified and may be checked against UK immigration and nationality records and other data sources.

NB: Please note that if there is any change in the personal circumstance of your employee which may affect their security clearance (for example, there is a change in their partnership/marital status, financial situation or criminal record) you must notify a member of the Bank’s Security Vetting Team immediately. If you are in any doubt, please contact the Programme Security Officer.

**National Security Vetting – Privacy Notice

How we use your information

Information we collect**

When you submit a proposal, the Bank of England (‘we’ or the ‘Bank’) collects personal data about you. This data includes your name and the professional contact details provided in your submission. Alongside this, the Bank will collect name, date of birth, job role, nationality, existing SC clearance status and vetting sponsor (if applicable) for all individuals in the proposed bid team that areput forward for SC clearance. The bid team will all need to be SC cleared before receiving the relevant documentation at the ITP stage of the procurement.

**Why we need your personal data**

In the first instance, we collect your personal data to identify who has submitted a bid and to liaise with the contact person. Our basis for processing this data is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Bank and or to comply with a legal obligation to which the Bank is subject.

Secondly, the Bank collects the personal data to allow the Bank to proceed with the necessary security checks to provide SC clearance to the bid team, without causing a delay to the timelines of the programme.

**What we do with your personal data**

Firstly, we use your personal information to contact you about your submission. It may later be used to set up a contract. We use the contact details for referees to request a reference in support of your submission.

Secondly, we will securely store your personal data necessary to gain SC clearance internally. This data will only be processed in the UK with strict access controls placed around it. Where the bidder is successful, this data will be used to attain SC clearance for the bid tea. Where the bidder is unsuccessful this data will be securely destroyed by the Bank within 30 days.

Your data will be retained for [30 days if unsuccessful in the bid]. You can request that we no longer use your personal data, by writing to us as described below.

**Your rights**

You have a number of rights under data protection laws (for example, you have the right to ask us for a copy of the personal data the Bank holds about you. This is known as a ‘Subject Access Request’). You can ask us to change how we process or deal with your personal data, and you may also have the right in some circumstances to have your personal data amended or deleted.

To find out more about those rights, to make a complaint, or to contact our Data Protection Officer, please see our website at [bankofengland.co.uk/privacy](https://www.bankofengland.co.uk/legal/privacy)

**BASELINE PERSONNEL SECURITY STANDARD (BPSS) VERIFICATION RECORD AND**

**NATIONAL SECURITY VETTING (NSV) APPLICATION FORM**

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| **SECTION ONE** |
| **PERSONAL DETAILS OF APPLICANT** |
| **Title** |  |
| **Surname** |  |
| **First name(s)** |  |
| **Other name(s) used** |  |
| **Date of birth** |  |
| **Town of birth** |  |
| **Country of birth** |  |
| **National Insurance number** |  |
| **Nationality** |  |
| **Former or dual nationality (with dates if applicable)** |  |
| **Have you lived overseas for 12 months or more within the past 5 years?****If so, please complete and submit the ‘Outside of UK’ Screening Document (Appendix 1) together with this form.** |  |
| **Postcode** |  |
| **Telephone number(s)** |  |
| **Email address (please provide a personal email address for the applicant – do not provide a generic company email address)** |  |
| **Any other information** |  |
| SECTION TWO |
| FULL BASELINE PERSONNEL SECURITY STANDARD (BPSS) CHECK |
| This section should be signed by an authorised signatory acting on behalf of the Contracting Company (ie the company employing the applicant). I certify that the following checks have been completed and declare that the information I have given on this form is true and complete to the best of my knowledge and belief. If there are any items of security interest, please provide details and documentary evidence if appropriate.  |
| **Identity & Address Documents provided? Yes/No****Please see Appendix 2 for the list of acceptable identity documents and ensure that copies are included with this application** |
| **Previous Employment References Checked Yes/No** |
| **Nationality/Immigration Status (including right to work in the UK) Yes/No****(Please provide a copy of the right to work document/visa if appropriate)** |
| **Criminal record check Yes/No** |
| **Company Record Check – Please confirm that a check of the applicants company records has been carried out to ensure that nothing of an adverse nature is associated with the applicant, which may affect their security clearance application – Yes/No** **If NO has been entered, please give a reason/explanation** |
| Full Name of Authorised Signatory |
| Company Name and Position in Company |
| Signature |
| Date |

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| SECTION THREE |
| BANK SPONSOR DECLARATION |
| This section should be signed by the Bank sponsor. Please note that by signing this section, you are agreeing that it is your responsibility to ensure that the company you are entering into a contract with comply with the Bank’s Security Vetting Policy, including the completion of the BPSS and National Security Vetting checks.  |
| Applicant’s Job Description |
| Location where applicant will be working TS/Moorgate/Debden/Leeds/Agency |
| Division applicant will be attached to |
| Full Name of Authorised Bank Signatory |
| Division and Position in Bank Telephone Number |
| Signature Date |

**SE ONLY COMPLETFFFFE THIS FORM** |

If proof of identity from Group 1 PLUS a copy of a document from Group 3 is provided, there is no need to provide proof of identity from Group 2.

If proof of identity from Group 1 is not available, two forms of identity from Group 2 PLUS a copy of a document from Group 3 must be provided.

**Group 1 - Primary Trusted Identity Documents - Preferred - one only proof of identity is required**

• Full EU or UK Passport

• Full non-EU or UK Passport

**Group 2 - Trusted Identity or Government Issued Documents - two forms of proof of identity from this list are required**

• Photo Driving Licence - Full or Provision UK, Isle of Man, Channel Islands and EU Countries

• Current old style UK Driving Licence (pre 1998 paper version) - Full or Provisional

• EU paper Driving Licence

• Birth Certificate (UK and Channel Islands)

o Full or short form acceptable including those issued by UK authorities overseas; such as Embassies, High Commisions and HM Forces

• Marriage Civil Partnership Certificate (UK and Channel Islands)

• Adoption Certificate (UK and Channel Islands)

• HM Forces ID Card (UK)

• Fire Arms Licence (UK and Channel Islands)

**Group 3 - Financial/Social History Document - one form of proof of address is required**

• Mortgage Statement (UK or EEA) only

• Bank/Building Society Statement (UK or EEA) only

• Bank/Building Society AOC (Account Opening Confirmation Letter) - UK

• Credit Card Statement (UK or EEA) only

• Financial Statement - eg pension, endowment, ISA (UK)

• P45/P60 Statement - (UK and Channel Islands)

• Council Tax Statement - (UK and Channel Islands)

• Work Permit/Visa-(UK)

• Utility Bill (UK) - Not Mobile Telephone

• Benefit Statement - eg Child Allowance , Pension

• A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK and Channel Islands) - eg DWP, the Employment Service, HMRC, Job Centre, Social Security

• EU National ID Card-must be valid

• Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)

• Sponsorship letter from future employer (Non-UK, Non-EEA applicants only)

**CONFIRMATION/TRANSFER OF CLEARANCE FORM**

**PLEASE PRINT CLEARLY WHEN COMPLETING THE DETAILS BELOW -**

**SECTION 1: Applicants Details –**

Full name:

D.O.B: Town of Birth

Company: Country of Birth

Company & Contact Details for transfer (including post code and email address):

Date(s) of employment at present company:



Level of clearance: Restrictions on clearance:

Bank employment type (please delete as appropriate): a) Contingent Worker b) BoE Staff

Applicant’s consent received:

Applicant’s Email Address:

Sponsoring area:

**Bank Sponsor Name: Signature: Extension:**

**SECTION 2: Vetting Transfer details – To be completed by Security Vetting Team**

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| --- | --- |
| Issuing Authority(Transfer/Verified from) |  |
| Level of Clearance |  |
| Clearance Approval Date |  |
| Clearance Expiry Date |  |
| Clearing Authority |  |

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| --- |
| To be completed by Security Vetting Team only |
| BoE Approval Date |  |
| BoE Expiry Date |  |
| Clearance Confirmed/Transferred by |  |

**PLEASE SEE OVER FOR LIST OF ACCEPTABLE FORMS OF PROOF OF IDENTIFICATION**